GWES EAS Relay Network

Operational Procedures

October 2023

SECTION ONE: PARTICIPANTS

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1.1 REQUIREMENTS TO JOIN THE NETWORK

1. In order to join the network, an interested person should be able to meet the following requirments upon admission:

a) Must be in the GWES Main Discord Server for 24 hours.
b) Must be in possesion of commerical EAS equipment.
c) Must be capable of monitoring at least one internet stream.
d) Must show maturity with the operation of commercial EAS equipment.

1.2 STRUCTURE OF THE NETWORK

1. The network is comprised of Participants and Relay Stations.

a) Relay Stations are members of Network Operations or Participants otherwise designated by Network Operations.

1.3 TESTS OF THE NETWORK

1. Monthly tests of the network will be conducted every 1st day of the month at 12:15 PM CT.

a) In the event of severe weather or pressing event, the test may be postponed by Network Operations.

2. A weekly test of the network will be conducted every Sunday at noon CT.

1.4 ORIGINATION OF MESSAGES

1. Participants may originate a Required Weekly Test or Practice/Demo Warning, within the following limitations:

a) Required Weekly Tests may only be originated on the network two times within a seven-day period.
b) Practice/Demo Warnings are not limited, however it is asked that they be sent outside of the network if originated in rapid succession.

2. Origination and broadcast of an EAS message on the network outside of test messages by a Participant is allowed under the following circumstances:

a) The message is approved by a member of Network Operations.
b) The message is coded as an Administrative Message.
c) The message originated by an official agency and was not sent via EAS. (i.e. sent on the agency's own alert system or to WEA only.)
d) The message is sent with the "EAS" originator code.

1.5 MESSAGES FROM OFFICIAL SOURCES

1. Participants are encouraged to relay messages from official sources (see below) at their own discrestion, within the following limitations:

a) The message is not expired or meant to not be aired through EAS (i.e. "BLOCKCHANNEL")
b) The message must be intelligable.
c) The message does not include another Participant's local area, without their permission.
d) Certain messages must be relayed (see §1.5.3).

2. "Official sources" are defined as the National Weather Service, AM/FM/TV broadcasters, IPAWS, and SIRIUS-XM.

3. Participants must relay specific messages upon reciept (see Appendix A.1) with the following exceptions:

a) Local messages are the only ones being relayed by the Participant.
b) Station equipment does not allow for relay of non-local messages.
c) There is an ongoing threat of hazardous weather in the Participant's local area.
d) Station equipment does not support a required event code.

1.6 MESSAGES FROM THIRD-PARTY SOURCES

1. Participants may not relay messages from third-party sources. Third party sources are defined as:

a) Cable system CAP feeds.
b) Sources not approved by Network Operations as deemed appropriate.

2. The ERN CAP server does not apply to this section.

3. Personal CAP servers do not apply to this section, as long as the originated alerts follow the limitations set by section 1.4 of this document.

1.7 MESSAGE HANDLING BY RELAY STATIONS

1. Relay Stations are bound by all limitations set in this document.

a) Relay Stations should not relay Required Weekly Tests or Practice/Demo Warnings, unless they are originated by the National Weather Service.

1.8 LOCAL AREA

1. Participants can define their own local area or “coverage area” in the #local-areas Discord channel.

a) Submissions must contain county and state names, FIPS codes, and a “last modified” denotation for auditing purposes.

2. The area within a 50-mile radius of a Participant’s home location is automatically considered their local area.

a) The use of streams from AM/FM/NWR in the local area as suppliment to over-the-air reception is permitted.

3. Participants may extend their local area outside of the 50-mile automatic radius.

a) The expanded local area must be recievable and decodable over-the-air.
b) The use of streams from AM/FM/NWR in the local area as suppliment to over-the-air reception is permitted, provided §1.8.3(a) is met.

1.9 CALLSIGNS AND ALERT FILTERING

1. Participants can choose their own EAS equipment callsigns as desired.

    a) Callsigns may not contain slurs, profanity, or text otherwise deemed inappropriate by Network Operations.

2. Participants can establish alert “filters” within the limitations of §1.5.

    a) The names of such filters must describe the purpose, handling, or category of the alert in a brief and concise way.
    b) Filters must not contain wording that is otherwise profane, durogatory, demeaning, insensitive, or improper in nature.

SECTION TWO: NETWORK OPERATIONS

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2.1 STRUCTURE OF NETWORK OPERATIONS

1. The Network Operations team is composed of four roles:

a) Network Administrator
b) Network Infrastructure Manager
c) Network Participant Manager
d) Network Development Manager

2.2 RESPONSIBILITIES OF NETWORK OPERATIONS

1. As a whole, the Network Operations team is responsible for the day-to-day maintenance and upkeep of the network.

2. In order to spread responsibility, each member of Network Operations will be assigned a set of duties to focus on within their role:

a) The Network Administrator oversees the finances, documents, meetings, and Leadership Council liasion responsibilities.
b) The Network Participant Manager oversees the recruitment, onboarding, and moderation of Participants.
c) The Network Infrastructure Manager oversees the infrastructure and systems of the network.
d) The Network Development Manager oversees the Network Developers and Network Development Partners, as well as the management and creation of software. Additionally, they are responsible for moderation of the NDA agreement.

2.3 PARTICIPANT MANAGEMENT

1. The Network Operations team will open and close Participant applications as deemed necessary.

a) To change the status of Participant applications, a unanimous vote must be reached.

2. Admission of new Participants may be handled by any member of Network Operations.

a) Where applicable, the Network Infrastructure Manager should be notified of any changes to be made to the network's information systems.

3. Offboarding of Participants may be handled by any member of Network Operations, in following with the Participant Offboarding Checklist

4. Disciplinary action against Participants may be administered by any member of Network Operations or GWES Staff, in following with the GWES Main Operational Agreement.

a) Violations of any section or subsection of the Operational Procedures constitues disciplinary action at the discretion of Network Operations, in following with the ERN Moderation Playbook.

APPENDICES

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A.1 RELAY-REQUIRED MESSAGES

- Tornado Warning
- Flash Flood Warning
- Snow Squall Warning
- Hurricane Warning
- Tsunami Warning
- Dust Storm Warning
- Extreme Wind Warning
- Tropical Storm Warning
- 911 Telephone Outage Emergency
- Child Abduction Emergency
- Civil Emergency Message
- Shelter in Place Warning
- Law Enforcement Warning
- Blue Alert
- Evacuation Immediate
- Civil Danger Warning
- Local Area Emergency